

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: CLERK II -
Mail System Coordinators Panel and Director's Review Committee

SALARY GROUP: A07

DEPARTMENT: Mail System Coordinators Panel

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Thomas J. Prasifka DATE: 11/09/2010

POSITION #: 033311

I. JOB SUMMARY

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Prepares reports, correspondence, records, and forms ensuring conformance to rules, regulations, policies, and procedures; and maintains files and materials.
- B. Performs data entry, retrieval, and data searches; assembles, organizes, and tabulates data; posts information to agency records; modifies forms and records; and delivers and picks up documents and materials.
- C. Answers inquiries regarding policies and procedures; and assembles and mails information packets.
- D. Makes copies and ensures quality of copied records.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Clerical or secretarial experience preferred.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to prepare and maintain complex records and files in an automated system.
4. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
5. Skill to type 45 words per minute (with no more than 10 errors) preferred.
6. Skill in the electronic transmission of communications preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.